



**INSTRUCTIONS: COMPLETE FORM ELECTRONICALLY OR WITH A BLACK PEN (not a felt pen). SIGNATURES MUST BE IN BLUE OR BLACK INK.**

<b>S T U D E N T</b>	FULL NAME: FIRST	MIDDLE	LAST	AGE	DATE OF BIRTH	RACE	SEX
	DRIVER LICENSE NUMBER			STATE	LAST 4 OF SOCIAL SECURITY NUMBER	TELEPHONE NUMBER (with area code)	
	STREET ADDRESS			CITY	STATE	ZIP	
	PARENT/LEGAL GUARDIAN NAME: FIRST	MIDDLE	LAST	RELATIONSHIP			

<b>S C H O O L</b>	SCHOOL SYSTEM NAME	COUNTY	TELEPHONE NUMBER (with area code)	
	MAILING ADDRESS	CITY	STATE	ZIP

<b>C E R T I F I C A T I O N</b>	<b>IMPORTANT: THE FOLLOWING INFORMATION IS TO BE COMPLETED BY THE AUTHORIZED OFFICIAL, PRINCIPAL OR DIRECTOR OF SCHOOLS ONLY.</b>			
	I, THE UNDERSIGNED SCHOOL OFFICIAL, PURSUANT TO T.C.A. 55-50-321, DO HEREBY CERTIFY THAT THE ABOVE STUDENT IS:			
	1. IN COMPLIANCE WITH THE COMPULSORY SCHOOL ATTENDANCE LAWS AS REQUIRED IN T.C.A. 49-6-3017			
	2. NOT IN COMPLIANCE WITH THE COMPULSORY SCHOOL ATTENDANCE LAWS AS REQUIRED IN T.C.A. 49-6-3017 AND SHOULD BE SUSPENDED OR DENIED			
	3. WITHDRAWN FROM SCHOOL (HAVING 10 CONSECUTIVE UNEXCUSED OR 15 TOTAL UNEXCUSED ABSENCES IN ONE SEMESTER)			
	<input type="checkbox"/>	4. ENROLLED IN SCHOOL AND QUALIFIES FOR LICENSE REINSTATEMENT PURSUANT TO T.C.A. 49-6-3017		
SCHOOL OFFICIAL NAME	SIGNATURE	TITLE	DATE	
<b>IMPORTANT:</b>	<p><b>*WHEN A STUDENT APPLIES FOR A DRIVER LICENSE OR PERMIT, THIS FORM IS VALID FOR 30 DAYS DURING THE SCHOOL YEAR. DURING SUMMER, IT MAY BE DATED WITHIN THE LAST 30 DAYS OF THE SPRING SEMESTER.</b></p> <p><b>*WHEN REQUESTING A SUSPENSION OR DENIAL, MAIL A COPY TO THE PARENT AND A COPY TO THE TENNESSEE DEPARTMENT OF SAFETY (address below).</b></p>			
TENNESSEE DEPARTMENT OF SAFETY AND HOMELAND SECURITY P O Box 945 Nashville, TN 37202				

## **INSTRUCTIONS FOR COMPLETING AND PROCESSING THIS COMPULSORY SCHOOL ATTENDANCE FORM CERTIFICATION WHEN STUDENT MEETS COMPULSORY SCHOOL ATTENDANCE REQUIREMENTS**

**WHEN A STUDENT NEEDS CERTIFICATION TO OBTAIN A LEARNER PERMIT OR DRIVER LICENSE, PLEASE CONFIRM THE NAME IS SPELLED CORRECTLY, AND MATCHES THE NAME ON FILE WITH YOUR SCHOOL RECORDS**

PLACE A "CHECK MARK" IN BOX #1, IF THE STUDENT MEETS THE CRITERIA OF COMPULSORY SCHOOL ATTENDANCE LAWS AS REQUIRED IN T.C.A. 49-46-3017.

THE APPROPRIATE SCHOOL OFFICIAL MUST SIGN AND DATE THE FORM IN THE SPACE PROVIDED BELOW THIS BOX.

1. MAKE A COPY OF THE ORIGINAL SIGNED FORM FOR YOUR SCHOOL FILES.
2. GIVE THE ORIGINAL TO THE STUDENT TO PRESENT TO A DRIVER LICENSE EXAMINER WHEN MAKING APPLICATION FOR A LICENSE.
3. ADVISE THE STUDENT THAT THE FORM IS VALID FOR THIRTY (30) DAYS EXCEPT FOR THE SUMMER MONTHS WHEN SCHOOL IS OUT.

**WHEN A STUDENT IS NOT IN COMPLIANCE WITH THE COMPULSORY SCHOOL ATTENDANCE LAWS AS REQUIRED IN T.C.A. 49-6-3017 AND SHOULD BE SUSPENDED OR DENIED A LEARNER PERMIT OR DRIVER LICENSE**

PLACE A "CHECK MARK" IN BOX #2, IF THE STUDENT FAILS THE CRITERIA OF COMPULSORY SCHOOL ATTENDANCE LAWS AS REQUIRED IN T.C.A. 49-46-3017. PLACE A CHECK MARK IN BOX #3 IF THE STUDENT HAS WITHDRAWN FROM SCHOOL.

THE APPROPRIATE SCHOOL OFFICIAL MUST SIGN AND DATE THE FORM IN THE SPACE PROVIDED BELOW THIS BOX.

1. MAKE 2 COPIES OF THE ORIGINAL SIGNED FORM. RETAIN ONE FOR YOUR SCHOOL FILES.
2. MAIL THE ORIGINAL SIGNED FORM TO THE TENNESSEE DEPARTMENT OF SAFETY AND HOMELAND SECURITY TO  
P.O. BOX 945, NASHVILLE TN 37202
3. MAIL THE 2nd COPY TO THE STUDENT ADDRESS THAT IS LISTED ON THIS FORM.

**WHEN A STUDENT HAS RE-ENROLLED IN SCHOOL AND IN COMPLIANCE WITH ATTENDANCE PER T.C.A. 49-6.3017**

PLACE A "CHECK MARK" IN BOX #4, IF THE STUDENT MEETS THE CRITERIA OF COMPULSORY SCHOOL ATTENDANCE LAWS AS REQUIRED IN T.C.A. 49-46-3017.

1. MAKE 3 COPIES OF THE ORIGINAL SIGNED FORM. RETAIN ONE FOR YOUR SCHOOL FILES.
2. PROVIDE A COPY OF THE SIGNED FORM TO THE STUDENT
3. MAIL THE ORIGINAL SIGNED FORM TO THE TENNESSEE DEPARTMENT OF SAFETY AND HOMELAND SECURITY  
TO PO BOX 945, NASHVILLE TN 37202.

**FOR THE STUDENT MAKING APPLICATION FOR THE REINSTATEMENT OF A DRIVER LICENSE**

BRING YOUR COPY OF THE SF-1010 FORM TO ANY DRIVER LICENSE REINSTATEMENT OFFICE

1. YOU MUST PAY A \$20 REINSTATEMENT FEE, \$2 APPLICATION FEE AND THE REGULAR FEE FOR YOUR DRIVER LICENSE.
2. IF YOUR LICENSE WAS SUSPENDED AND WAS NOT RETURNED TO THE DEPARTMENT OF SAFETY WITHIN TWENTY (20) DAYS, YOU WILL BE REQUIRED TO PAY AN ADDITIONAL \$75 FEE, AT ANY DRIVER LICENSE REINSTATEMENT OFFICE